



Pueblo
ZOO

SUMMER CAMP HANDBOOK



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Our Staff

Our summer camp staff are individuals with various backgrounds who share a passion for nature, conservation, art, and education. They have had background checks, been drug tested, and are CPR/First Aid certified.

Camp staff go through multiple in-house trainings during the weeks leading up to camp. This training is specialized for our site and focuses on the safety of the unique encounters that our campers will have.

Camp staff is also assisted by teen volunteers known as ZooALIVE. They go through in-house training alongside our counselors.

Check in & Check out Policy

Check in: 9:00-9:15AM

Check out: 3:50-4:00PM

Campers will need to be walked in and signed in by a guardian at the Mandari Gate. Once signed in, campers will go to their counselors and start the day.

Authorized Pick-Up:

- **Anyone picking up a camper must have a valid state issued I.D. DAILY for check out.** Their name must be listed on the authorized pick-up list in the camper's file.
- In the event that an unauthorized adult attempts to pick up a camper, zoo staff will attempt to contact the campers primary guardian for authorization.
- If this authorization cannot be confirmed, the camper must wait until an authorized adult arrives to pick up.

Behavior Policy

Pueblo Zoo camp and the education team aspire to host a week of fun, education, and empathy building for our natural world. We also provide a safe and caring environment for the campers. In an effort to maintain this environment, we will adhere to the following guidelines with regard to behavior:

- Emotional or physical harm to another person or animal will not be tolerated. If this behavior occurs, the camper will meet with the Director of Education or other Pueblo Zoo education staff immediately following the incident. The decision to continue or end the child's participation in that and other camps can be determined based on the severity of the harm caused. If the decision to continue is followed by a second incident, the determination to end the child's participation in camp will be made. In the event of this occurring, the Director of Education or other education staff will contact the caregiver for the child and discuss the situation with them. The caregiver and the education staff member can come to an agreement on how to move forward.
- Other behaviors that may be distracting to the group or instructor will be discussed with an instructor and done so away from the larger group of campers. If the behavior continues to distract, the child will meet with the Director of Education where they will try to find a solution. This, or an event like it, will be reported to the caregiver by the end of the day via phone or in person. If, for some reason, we cannot contact the caregiver, an email will be sent about the day's events.

Behavior Policy Cont'd

- Pueblo Zoo instructors will follow the above guidelines by addressing issues that do not cause emotional or physical harm with the child/children involved and refer all issues that do cause harm to the Director of Education. Similarly, any behavioral issue that cannot be solved through discussion between instructor and child will be given to the Director of Education or another education staff member to solve. Any camp instructor's failure to follow these guidelines will result in a discussion and reminder of zoo camp philosophy and policy. The status of the instructor's employment may also be discussed or determined during that meeting. A second discussion will result in the employee's dismissal.

Health and Safety

IF YOUR CAMPER IS NOT FEELING WELL,
PLEASE DO NOT SEND THEM TO THE ZOO.

Prescription/Non-Emergency Medications:

- Zoo staff **will not** administer non-emergency medication to campers.
- If a camper requires non-emergency medication during in-camp hours, a guardian will need to come to the classroom and administer the medication themselves.
- Parents/guardians will sign a medication administration form before the first day of camp acknowledging their responsibility to administer medication to their child only.

Emergency Medication

- If a camper has emergency medication like epinephrine or an inhaler, the lead counselor of that class will carry those medications in a ziplock bag with the students name on front in a first aid bag. This bag will be with the counselor at all locations and will be sent home at the end of each day. If the student requires administration of emergency medication, the lead teacher will assist in administering it and will follow medical emergency protocol.
- If a guardian tries to drop off their camper without their emergency medication, they will be asked to leave and return with the medication. **For their safety, campers with emergency medication are not allowed to attend camp without their emergency medication handed to the lead counselor each day.**

Health and Safety Cont'd

Staff will fill out an incident report after an injury or illness is handled and filed before the end of the day of the illness/injury. Staff are not allowed to share incident reports with other families.

Illness

- If a child falls ill during summer camp, a parent or guardian will be notified to come and pick up their camper within the next hour. The child will be pulled from activities and given a safe space to rest comfortably with appropriate accommodations.
- If an illness worsens quickly, zoo staff will contact the proper emergency medical personnel if deemed appropriate.

Injury

- Minor injuries such as scrapes, lost teeth, or bruises will be notified to parents or guardians at pick up.
- More severe injuries such as head injuries, broken teeth, or sprains will initiate a call home to parent/guardian. If an injury is deemed severe, staff will follow the medical emergency protocol below.

Allergies

The Pueblo Zoo cannot guarantee safety from exposure of any foods that can cause an allergic reaction.

- If a severe allergic reaction occurs and the student has an epinephrine pen, staff will follow the Emergency Medication Administration protocol and contact emergency personnel. Parents/guardians will be contacted immediately after.

Health and Safety Cont'd

Allergies Cont'd.

- If a severe allergic reaction occurs and the student does not have emergency medication, staff will contact emergency personnel. Parents/guardians will be contacted immediately after.

Medical Emergency

- All counselors are trained in CPR/First Aid.
- The lead counselor will administer emergency medication if necessary.
- Additional counselors will monitor other campers and radio the appropriate communications to zoo staff. Appropriate emergency medical personnel will be contacted.
- Parents will be contacted and an incident form will be completed by the end of the day.
- Any injury or illness deemed an emergency will include emergency medical personnel to be contacted.

Camp Ratios And Other Safety Measures

- Our camps are limited to a 20 children capacity.
- There will be 1 adult staff for every 10 children, with a minimum of 2 staff per classroom.
- Camp staff will do a “safety sweep” of each location before campers are allowed to play in that area. This is to ensure there are no major hazards there like snakes, skunks, broken glass, etc. In that time, ZooALIVE volunteers are counted as staff ratio for short periods throughout the day.

Supplies List

Make sure your camper is wearing the following before drop off:

- Sunscreen
- Bug spray
- Closed-toe shoes
- Clothing appropriate to play in!

Make sure your camper brings the following to camp:

- A reusable water bottle
- A packed lunch (if applicable)

Lunch

- If you supply your camper with a packed lunch, please pack foods that **do not** need to be heated.
- Pizza Fridays! We will be offering everyone the opportunity to buy a pizza lunch on Fridays. The cost will be \$5.00. You can select this option when completing your online registration.

Snacks

- The zoo will provide snacks in the morning and afternoon. These snacks range from individually wrapped snacks like animal crackers, goldfish, veggie straws, etc. to “craft” snacks like homemade ice cream, ants on a log, etc. Staff will be mindful of allergies when these activities are considered. You are welcome to pack snacks for your camper as well.

Please do not allow your camper to bring the following to camp:

- Money
- Jewelry or other valuables
- Trading cards/toys/games
- Cell phones or tablets

Summer Camp Merchandise

Each camper will receive a summer camp shirt at the start of the week. If the camper is signed up for additional camps, they will receive the choice for another camp shirt OR a ticket to trade for summer camp merchandise items with the price equivalent to the camp shirt in the gift shop.